GENERAL RULES

- Use 1” margins on all sides. Double space throughout. Include your last name and the page number on all pages.
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- When certain information, such as an author, is missing, skip it and go on to the next part.
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- Note the medium of publication: Print, Web, Video, Personal interview, CD, Television, etc.

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- Alternatively, use the first part of your citation for parenthetical documentation. Usually, that will be the author or authors’ last names. Follow with the page number. (Brown and Proper 17).
- Use as little information as possible while making a unique identification. If there are two books by the same author, you must include part of the title. (Allison, Whatever 97).
- When you are quoting person A in who was quoted in person B’s essay, your parenthetical reference should acknowledge that: Allison believes such and such (qtd. in Brown and Proper256).
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**Book with One Author**


**Two or Three Authors**


**Four or More Authors**


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**An Editor**


**Corporate Author**


**An Editor in Addition to an Author**


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**A Work in an Anthology: Reprint of a Previously Published Scholarly Article**

A Work in an Anthology: Excerpt

A Book Published in a Second or Subsequent Edition

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An Article in a Reference Book: Introduction, Foreword, Preface or Afterword

An Article in a Reference Book: Encyclopedia Article, Signed

An Article in a Reference Book: Dictionary or Encyclopedia Article, Unsigned

Book in a Series

Two or More Works by Different Authors from the Same Anthology


Government Publication
United States Cong. Office of Technology Assessment. Changing by Degrees: Steps to Reduce

MAGAZINES and JOURNALS (PRINT)

Article from a Weekly Magazine and Weekly News Service


Article from a Monthly Magazine


Newspaper Article


Article in a Scholarly Journal


Anonymous Article


ONLINE DATABASES

Scholarly Journal in an Online Database


Weekly or Biweekly Magazine in an Online Database


Newspaper in an Online Database


Book Article in an Online Database

E-Books


MEDIA and INTERVIEWS

Personal Interview

Persson, Katherine. Personal interview. 11 Aug. 2009.

Film or Video Recording


Sound Recording


Sound Recording. Liner Notes


Visual Art. In a Museum.


Visual Art. In a Book.


WEB SITES

Basic Entry


Work Cited only on the Web, with URL

Author, no publication date


Title, No Author


Online Periodical


Online Government Publication


Book Online. First Published prior to 1900


Book Online. First Published after 1900


Online Video


Online Video with Publication Data for Another Medium


Author. “Title of Article.” Web Site. Editor. Site Publisher or N.p., Date of Publication or n.d. Medium of Publication (Web). Date of access. <URL optional>.